# Employee Post-Travel Disclosure of Travel Expenses

.Date/Time Stamp:

SECRETARY OF THE SENATE
PUBLIC RECORDS

2018 JUN 27 PM 5: 10

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rube reimbursed/paid for		<del>-</del>	sures with respect t	to travel expenses that have been or w
<del></del>	•	rization (Form RE-1), z rtification Form with all		ary, invitee list, etc.)
Private Sponsor(s) (list	t all): R Street Institu	ıte		
Travel date(s): May 2				
INCLUDE LODGING C	er: Spouse Sing DID NOT INCR	Child		USE OR DEPENDENT CHILD, ONLY
Expenses for Employ	ee: Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate  ☑ Actual Amount	1,344.91	1,023.50	337.29	144.29 (Fee for use of hotel conference rooms)
Expenses for Accomp	anying Spouse or De	pendent Child (if applic	able):	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate ☐ Actual Amount	N/A	N/A ·	N/A	N/A
	<del>-</del>	ents attended. See Senatal meetings and even		Attach additional pages if
10 27 2018 (Date)	hnsten (Printed n	Molloy name of traveler)	A	(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

U272018 (Date)

(Signature of Supervising Senator/Officer)

(Revised 1/3/11)

# **Event and Meeting Description**

# Tuesday, May 29

1. Introductory meeting and presentations in hotel conference room

R Street's Dr. Carrie Wade gave introductory presentations on the nature of addiction and basic principles of harm reduction, and the group talked about housekeeping matters and the week's activities.

2. Meeting with NHS England Addictions Clinical Academic Group, Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House

The delegation met with several practitioners and clinical experts at a drug and alcohol treatment service in Brixton (Dr. Emily Finch, Clinical Director of Addictions Clinical Academic Group; Dr. Michael Kelleher, Addictions Specialist and Clinical Lead for Lambeth Addictions; and Dr. Luke Mitcheson, Head of Psychology for Addictions Clinical Academic Group.). The practitioners gave presentations on the nature of Britain's drug problem and the role of harm reduction in treatment. They also discussed the Lambeth injectable heroin clinical trial and best clinical practices in addiction. The delegation toured the onsite harm reduction clinic.

3. Dinner at the Grenedier

The delegation ate dinner at a British pub and had time to network with one another and discuss the day's educational material.

# Wednesday, May 30

1. Meetings with Harm Reduction International

The delegation heard from several experts at Harm Reduction International, the leading non-governmental organization working to promote harm reduction. Head of advocacy for HRI Fionnuala Murphy gave a presentation on the "10 by 20" campaign, an initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020. The delegation also discussed the promise and potential limitations of harm reduction in a global context.

2. Meetings with DrugScience

The delegation met with David Nutt, founder of DrugScience and several of his colleagues. DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug harms and effects. Discussions focused on scientific analysis surrounding relative risks of various drugs, appropriate regulation of drugs, drug testing and the need for more scientific research on drugs.

3. Reception at the House of Lords

The delegation attended a reception which featured informal presentations from Steve Rolles, Founder of Transform Drug Policy Foundation; Carrie Wade, R Street; and David Badcock, CEO DrugScience. Presenters discussed their organization's priorities and activities in the harm reduction space.

# Thursday, May 31

- 1. Meeting with Peter Hajek, Wolfson Institute of Preventive Medicine

  Peter Hajek is Director of Tobacco Dependence Research Unit at the Wolfson

  Institute of Preventive Medicine. His presentation focused on the science

  surrounding the relative risk of various nicotine products.
- 2. Meeting with Sarah Jakes and Gerry Stimson, New Nicotine Alliance UK

  New Nicotine Alliance is a UK-based non-profit group that promotes and
  supports tobacco harm reduction. Presentations focused on the history of ecigarettes and tobacco harm reduction as well as the consumer perspective for
  tobacco harm reduction and role of flavors.
- 3. Meeting with Christopher Russell, Centre for Substance Use Research

  CSUR is a research agency studying substance use and abuse using qualitative

  and quantitative methods. Dr. Russell discussed research on e-cigarette use

  patterns in both the UK and US.

# Friday, June 1

1. Meetings with City of London officials at Guildhall

The delegation met with several civil servants who focused primarily on the criminal justice angle of harm reduction. They heard from Commander Simon Bray who handles drug issues for the Metropolitan Police Service; Adam Winstock, who runs the Global Drug Survey and provides drug treatment to prison populations), and David Mackintosh, the Director and Policy Adviser for the London Drug and Alcohol Policy Forum. The meetings were followed by a reception in Guildhall.

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

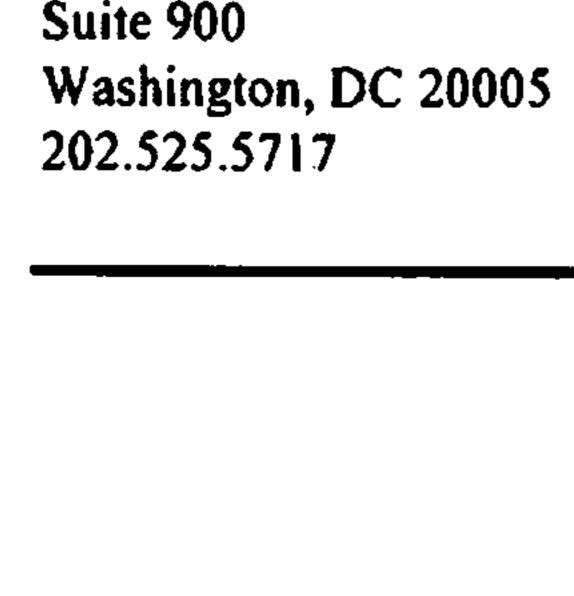
1.	Sponsor(s) of the trip (please list all sponsors): R Street Institute
2.	Description of the trip:  Educational visit for congressional staffers to learn about harm reduction
3.	Dates of travel: Monday, May 28- Saturday, June 2, 2018
4.	Place of travel: London, United Kingdom
5.	Name and title of Senate invitees: See attached page
6.	I certify that the trip fits one of the following categories:  (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  — OR —
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	- AND -  1 certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8.	I certify that:  The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobby ists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip.  - OR -
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).  -OR-
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A
	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
	by-hour), complete, and final itinerary for the trip.
	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:
:=	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:
	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.
	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
•	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  R Street is a nonprofit public policy research organization that supports integrated harm reduction with
:	by-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is the sole sponsor organizing and conducting all aspects of this trip.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  R Street is a nonprofit public policy research organization that supports integrated harm reduction with opioid, tobacco and drug use as central elements. This trip will educate policymakers' staff on harm reduction

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	search organization, educ	ation is central to R	Street's mission. We	publish a variet
policy studies and a	rticles and frequently host	educational briefing	s and meeting with s	taffers on Capito
			•	
Total Expenses for E	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meal	Other
	\$751.80- Flight	\$1,023.50	\$600	
Good Faith estimate	\$100- Underground Fare			\$144.29- Fee for a conference of hotel conference room lacilities
Actual Amounts	\$150- Private transportation to and from airport			
participation or b) the congressional partici	e trip involves an event th	nat is arranged or org		
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participation or b) the congressional participation.  This event is organized as a second congression of the	e trip involves an event the pation:	at is arranged or org	ganized specifically v	
participation or b) the congressional participation.  This event is organized Reason for selecting	e trip involves an event the pation: Led specifically with regard	at is arranged or organization of the congressional parties.	articipation.	vith regard to
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participation or b) the congressional participation. This event is organized as a global leason for selecting with British public here. Name and location of Radisson Blu Edward Reason(s) for selections.	the location of the event of hotel or other lodging fa	at is arranged or orgonal por trip reduction in its publication and civil servant civi	articipation.  c health programs. Sonts to learn from their	enate staff will many approach.

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Daily expenses for lodging, meals and other expenses will be less than the maximum per diem rate for
	official Federal Government travel.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	We will be flying coach class.
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
	No entertainment will be provided.
25.	I hereby certify that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you must include a completed signature page for each additional sponsor):  Signature of Travel Sponsor:
	Name and Title: Caroline Kitchens, Federal Affairs Manager
	Name of Organization: R Street Institute
	Address: 1212 New York Ave NW, Suite 900, Washington DC, 20005
	Telephone Number: (202) 862-5820
	Fax Number:
	E-mail Address:ckitchens@rstreet.org



1212 New York Ave NW



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# R Street Congressional Delegation on Harm Reduction

London, United Kingdom May 28-June 2, 2018

# Senate Invitees

- 1. Andi Fristedt, Deputy Director, Health Policy for Senate Health, Education, Labor and Pensions Committee (Minority staff)
- 2. Margaret Coulter, Health Policy Adviser for Senate Health, Education, Labor and Pensions Committee (Majority staff)
- 3. Kristen Molloy, Legislative Assistant for Sen. Tim Kaine
- 4. Jaymi Light, Legislative Assistant for Sen. Todd YSoung
- 5. Ansley Rhyne, Legislative Assistant for Sen. Marco Rubio
- 6. Alison Toal, Legislative Assistant for Sen. Cory Gardner
- 7. Rita Habib, Legislative Assistant for Sen. Michael Bennet
- 8. Megan DesCamps, Health Policy Adviser for Sen. Heidi Heitkamp

# Itinerary

### Monday, May 28

4:20pm

Arrive at Dulles Airport

6:20pm

Depart Washington DC (Flight # DL4383)

# Tuesday, May 29

6:45am

Arrive in London; Go through customs

8:15am

Ground transportation to the hotel

Hotel: Radisson Blu Edwardian Grafton

130 Tottenham Court Rd, Fitzrovia, London W1T 5AY, UK

A bus driver will meet the delegation by the baggage claim and transport the

group by bus to the hotel.

9:30am

Arrive at hotel; time for delegates to check into hotel rooms, eat breakfast

and prepare for the day

Note: Hotel rooms have been reserved for Monday night, since the flight arrives early Tuesday morning. The hotel could not guarantee early check-in, and this





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way we can ensure that the delegates some time to check in and prepare for the day's activities.

11:00am-12:30pm Introductory Presentations

Hotel conference room

The delegation will meet with the program materials and talk through the week's

activities.

12:30pm Lunch break

The delegates can use this time to grab lunch on their own.

Suggestions: Rio Cafe 66 Grafton Way, Warren's Sandwich Bar 13 Warren St,

Eat 350 Euston Rd.

1:30pm London Underground transit

Euston to Brixton station

2:00pm-5:00pm Meet with NHS England Addictions Clinical Academic Group

Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House, 12/14

Brighton Terrace, Brixton, SW9 8DG

The delegation will meet with several practitioners and clinical experts with NHS England's Addictions Clinical Academic Group. Discussions will be centered on patient experiences with harm reduction clinics, the Lambeth injectable heroin clinical trial, best clinical practices on addictions and substance use, mental health priorities.

2-4:00pm- Presentations and discussion

1. Dr. Emily Finch, Clinical Director - Addictions Clinical Academic Group

2. Dr. Michael J Kelleher, Consultant Addictions Specialist and Clinical Lead for Lambeth Addictions

3. Dr. Luke Mitcheson, Head of Psychology, Addictions Clinical Academic Group and Clinical Lead

4-5:00pm- Tour of onsite harm reduction clinic

5:00pm London Underground transit

6:00pm-8:00pm Dinner at the Grenadier

18 Wilton Row, Belgravia, London SW1X 7NR, UK

Casual buffet-style dinner at a British pub.

"Harm reduction 101:" Dr. Carrie Wade, R Street's Director of Harm Reduction

Policy and a former drug-abuse researcher whose scientific background specializes in the biological mechanisms of opioid addiction, will give a





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presentation on the underlying principles of harm reduction and its basic applications. The delegation will discuss the promise and limitations of harm reduction as a public health philosophy.

# Wednesday, May 30

9:00am-10:15am

Lecture on addiction by Carrie Wade

Hotel Conference Room

Dr. Carrie Wade will present her lecture "Neuroscience of Addiction: Is it a Choice?" Dr. Wade will cover:

l. What is addiction, 2) what are the disruptions in addiction, 3) how does a neurobiological framework benefit diagnosis, treatment and recovery?

10:15am

London Underground Transit to Harm Reduction International Warren Street Station to Elephant and Castle, transfer Oxford Circus

11:00am-1:00pm

Lunch meeting with Harm Reduction International

Unit 2C09 Southbank Technopark, 90 London Road, London SE1 LN

Lunch presentation and discussion with Fionnuala Murphy, head of advocacy for Harm Reduction International, the leading non-government organization working to promote and expand support for harm reduction. Murphy's presentation will focus on the "10 by 20" campaign, Harm Reduction International initiative to have governments redirect 10% of the resources currently spent on ineffective punitive responses to drugs and invest it in harm reduction by 2020.

1:00pm-2:00pm

London Underground Transit to Hotel

Elephant and Castle to Warren Street Station, transfer Oxford Circus

2:00pm-5:30pm

Meet with DrugScience

Hotel Conference Room: Radisson Blu Edwardian Grafton

DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug

harms and effects.

5:30pm-6:00pm

London Underground Transit to House of Lords

Warren Street Station to Westminster, transfer Green Park

6:00pm-8:00pm

Reception

House of Lords





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The reception will feature informal presentations from Steve Rolles, Founder of Transform Drug Policy Foundation; Carrie Wade, R Street; and David Badcock, CEO DrugScience. Presenters will discuss their organization's priorities and activities in the harm reduction space.

# Thursday, May 31

10:00am-12:00pm

Meet with Peter Hajek, Wolfson Institute of Preventive Medicine

Hotel Conference Room

Professor Peter Hajek is Director of Tobacco Dependence Research Unit at the Wolfson Institute of Preventive Medicine. Dr. Hajek will discuss his scientific research on tobacco harm reduction, including the "Maudsley Model", the withdrawal-oriented treatment for smokers that he developed which is now used

across the UK Specialist Stop-Smoking Service and abroad.

12:00pm-1:00pm

Catered Lunch and Discussion Time

1:00pm-3:00pm

Meet with Sarah Jakes and Gerry Stimson, New Nicotine Alliance UK

Hotel Conference Room

New Nicotine Alliance is a UK-based non-profit group that promotes and

supports tobacco harm reduction.

Gerry Stimson will discuss a legal and ethical framework for tobacco harm reduction. Sarah Jakes will present on consumer advocacy for tobacco harm

reduction.

3:00pm-5:00pm

Meet with Christopher Russell, Centre for Substance Use Research

Hotel Conference Room

CSUR is a research agency studying substance use and abuse using qualitative and quantitative methods. Dr. Russell will discuss research on e-cigarette use

patterns in both the UK and US.

5:00pm

R Street Institute: Dinner with Christopher Russell; bookkeeping and

preparation time for lecture

Delegates: networking time, dinner, personal time

Friday, June 1

10:00am-4:00pm

Meetings at Guildhall Conference Room, City of London



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The delegation will meet with several civil servants that will focus on the criminal justice angle of harm reduction, including prison populations and laws regarding nuisance behaviors.

10-11am: David Mackintosh, Head of Community Safety for the City of

London and the Policy Adviser/Director to the London Drug and

Alcohol Policy Forum.

11am-12pm: Dr Owen Bowden-Jones; Chair of the Advisory Council on the

Misuse of Drugs

12-1pm: Lunch and Discussion Time

1-2pm: John Ramsey: Lead Toxicologist for City of London

2-3pm: Victoria Borwick: Deputy Mayor for City of London

3-4:pm: Discussion and Q&A

4:00pm-6:00pm Personal time

6:00pm-8:00pm Reception with City of London

Guildhall Basinghall Suite, Gresham St, London EC2V 7HH, UK

Jeannie Cameron, Director of JCIC a public sector consulting firm, will give a

presentation on trade implications of low-nicotine cigarettes.

Saturday, June 2

7:30am Meet in lobby for bus transportation to Heathrow

8:30am Arrive at Heathrow

11:30am Depart London (Flight # DL 4382)

2:50pm Arrive Washington DC

# 

# Molloy, Kristen (Kaine)

From: Caroline Kitchens < ckitchens@rstreet.org >

**Sent:** Friday, March 23, 2018 9:13 AM

**To:** Molloy, Kristen (Kaine)

Cc: Carrie Wade

Subject: Invitation: R Street Harm Reduction Staffdel in London

# Dear Kristen,

I hope this email finds you well. R Street is planning an educational visit for a select group of bipartisan Congressional staffers to go the United Kingdom to learn about harm reduction strategies in public health, and we would like to cordially invite you to be part of our delegation.

The trip will take place in London from Monday, May 28 through Saturday, June 2, 2018. The goal is to educate U.S. policymakers on harm-reduction philosophy and programs as a strategy to reduce the negative consequences associated with risk behaviors and addiction, with a special emphasis on opioids and tobacco use. As such, we will be meeting with British public health providers, clinical experts and civil servants to discuss the UK's unique regulatory approach. We will also be hosting a reception at the Houses of Parliament.

This trip is in accordance with Congressional ethics rules and will not be financed in any part by registered federal lobbyists or foreign agents. The memo attached includes more detailed information about the goals of the trip.

Please let us know if you may be interested, and we will send you the forms to get you started on next steps with Ethics. We would also be happy to come by your office to discuss the trip in person if it would be helpful. If you have questions, do not hesitate to reach out via email or by phone at 919-830-3140.

We hope you will be able to join us and look forward to hearing from you soon.

Best regards, Caroline DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK

# Anited States Senate

SELECT COMMITTEE ON ETHICS

May 10, 2018

Kristen Molloy Office of Senator Tim Kaine United States Senate Washington, DC 20510

Dear Ms. Molloy:

This responds to your recent correspondence concerning an invitation you received to travel on the R Street Congressional Delegation on Harm Reduction to London, England, from May 28 to June 2, 2018, sponsored by the R Street Institute (R Street). R Street certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses<sup>1</sup> related to the travel and that it is neither a lobbyist, nor lobbying firm, nor agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. R Street has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at any point throughout your trip.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, R Street is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel* 

<sup>&</sup>lt;sup>1</sup> The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> The term "any point throughout your trip" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms at 2.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.<sup>3</sup> However, R Street represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.<sup>4</sup>

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government). The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 16, 2018, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,<sup>6</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Enclosure: Travel Checklist

<sup>&</sup>lt;sup>3</sup> See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

<sup>&</sup>lt;sup>4</sup> 26 U.S.C. § 501(c)(3).

<sup>&</sup>lt;sup>5</sup> 5 U.S.C. § 7342.

<sup>&</sup>lt;sup>6</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$126,148 for CY 2018) or is a political fund designee and is required to file Financial Disclosure Reports.

Form RE-1

# EMPLOYEE PRE-TRAVEL AUTHORIZATION

<u>Pre-Travel Filing Instructions</u>: Complete and submit this form at least 30 days prior to the travel departure date to the <u>Select Committee on Ethics</u> in <u>SH-220</u>. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

(Revised 10/19/15)

ETHIC APRZE 18PM 3=20

required post-travel disclosure.	
Name of Traveler:	Kristen Molloy
Employing Office/Committee:	Senator Tim Kaine
Private Sponsor(s) (list all):  R Street Institute	
Monday May 28, 2018-Satu Travel date(s):	rday June 2, 2018
	ny reason you must notify the Committee.
Destination(s): London, England	
Explain how this trip is specifically connected to	the traveler's official or representational duties:
Staffer is lead health staffer for Senator handling op on the HELP Committee. Currently, the HELP Comhad a significant impact on Virginia.	pioid issues and other public health concerns, as it relates to the Senator's role mittee has been working on legislation relating to the opioid epidemic which has
Name of accompanying family member (if any):  Relationship to Employee:   Spouse   Chi	
I certify that the information contained in this for	rm is true, complete and correct to the best of my knowledge:
4.24.2018	
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING SENATO Secretary for the Majority, Secretary for the Minority,	R/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms and Chaplain):
Senator Tim Kaine	Kristen Molloy hereby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
related expenses for travel to the event described	ept payment or reimbursement for necessary transportation, lodging, and above. I have determined that this travel is in connection with his or her and will not create the appearance that he or she is using public office for
I have also determined that the attendance of the of the Senate. (signify "yes" by checking box)	employee's spouse or child is appropriate to assist in the representation
4.24.2018	1 n //
(Date)	(Signature of Supervising Senator/Officer)

# PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

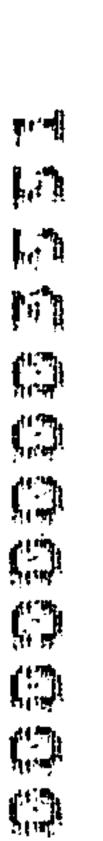
S	P Street Institute consor(s) of the trip (please list all sponsors):
D	escription of the trip: Educational visit for Congressional staffers to learn about harm reduction
st	rategies in public health based on the United Kingdom's model
D	ates of travel: Monday, May 28- Saturday, June 2, 2018
Pi	ace of travel: London, United Kingdom
N	ame and title of Senate invitees: See attached page
1 6	certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.  -OR-
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
2	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
-	- AND -
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
	ertify that:
2	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.  - AND -
Z	

	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobby ists or agents of a foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Membe officer, or employee on any segment of the trip.  -OR-
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).  -OR -
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B)  If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A
11.	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.  Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.
	Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.
	Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
13.	Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  The R Street Institute is a nonprofit public policy research organization that supports integrated harm
13.	Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
13.	Briefly describe the role of each sponsor in organizing and conducting the trip:  The R Street Institute is organizing and conducting all aspects of the trip independently.  Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:  The R Street Institute is a nonprofit public policy research organization that supports integrated harm reduction with tobacco, opioid and drug use as central elements. This trip will educate policymakers' staff

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was a banuc bouch in		lucation is central to R S	oreers mission. we	publish a varie
policy studies and an	ticles and frequently ho	st educational briefings	and meetings with	staffers on Cap
Hill.				<del></del>
Total Expenses for Ea	ach Participant:			
	Transportation Expenses	Lodging Expenses	Meai Expenses	Other
Good Faith estimate	Flight: \$751.80	\$756 (\$189/night)	\$600	\$250
Amounts				
participation or b) the congressional particip	e trip involves an event pation:	that is arranged or organic	inized specifically v	
participation or b) the congressional participation.  This trip is arranged a	e trip involves an event pation: specifically with regard	that is arranged or organical to congressional partici	inized specifically v	
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participation or b) the congressional participation. This trip is arranged at the UK is a global lewith British public heat.  Name and location of Radisson Blu Edward.	the location of the even eader in integrating harr alth providers, clinical eath f hotel or other lodging dian Grafton: 130 Totte	to congressional particient or trip or reduction in its public experts and civil servant facility: onham Court Rd, Fitzrov	pation.  health programs. So to learn from their	enate staff will approach.
participation or b) the congressional participation. This trip is arranged at the UK is a global lewith British public heat Name and location of Radisson Blu Edward Reason(s) for selections.	e trip involves an event pation: specifically with regard the location of the event pader in integrating harr alth providers, clinical endian Grafton: 130 Totte	to congressional particient or trip or reduction in its public experts and civil servant facility: onham Court Rd, Fitzrov	pation.  health programs. So to learn from their	enate staff will approach.

21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
	Daily expenses for lodging, meals and other expenses will be less than the maximum per diem rate for
	official Federal Government travel.
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
	We will be flying coach class.
23.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24.	List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
	There will be no entertainment provided.
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:
	Name and Title: Caroline Kitchens, Federal Affairs Manager
	Name of Organization: R Street Institute
	Address: 1212 New York Ave NW, Suite 900, Washington DC 20005
	Telephone Number: 202-862-5820
	Fax Number:
	E-mail Address: ckitchens@rstreet.org





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# R Street Congressional Delegation on Harm Reduction

London, United Kingdom May 28-June 2, 2018

# Senate Invitees

- 1. Andi Fristedt, Deputy Director, Health Policy for Senate Health, Education, Labor and Pensions Committee (Minority staff)
- 2. Margaret Coulter, Health Policy Adviser for Senate Health, Education, Labor and Pensions Committee (Majority staff)
- 3. Kristen Molloy, Legislative Assistant for Sen. Tim Kaine
- 4. Jaymi Light, Legislative Assistant for Sen. Todd Young
- 5. Garrett Boyle, Legislative Director for Sen. Lisa Murkowski
- 6. Joseph Avenel, Senior Policy Adviser for Sen. Ed Markey
- 7. Ansley Rhyne, Legislative Assistant for Sen. Marco Rubio
- 8. Alison Toal, Legislative Assistant for Sen. Cory Gardner
- 9. Rita Habib, Legislative Assistant for Sen. Michael Bennet
- 10. Kate Hunter, Legislative Assistant for Sen. Tim Scott
- 11. Andrea Mares, Legislative Aide for Sen. Martin Heinrich
- 12. Morgan Brand, Legislative Aide for Sen. Chuck Schumer
- 13. Megan DesCamps, Health Policy Advisor for Sen. Heidi Heitkamp

# Itinerary

# Monday, May 28

6:20pm Depart Washington DC (Flight # DL4383)

Tuesday, May 29

6:45am Arrive in London; Ground transportation to hotel

Hotel: Radisson Blu Edwardian Grafton

130 Tottenham Court Rd, Fitzrovia, London W1T 5AY, UK

2:00pm-5:00pm Meet with NHS England Addictions Clinical Academic Group

Lambeth Drug and Alcohol Treatment Consortium, Lorraine Hewitt House, 12/14

Brighton Terrace, Brixton, SW9 8DG

The delegation will meet with several practitioners and clinical experts with NHS England's Addictions Clinical Academic Group. We will also tour their onsite

harm reduction clinic.





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6:00pm-8:00pm

Dinner at the Grenadier

18 Wilton Row, Belgravia, London SW1X 7NR, UK

Casual buffet-style dinner at a British pub.

Wednesday, May 30

9:00am-11:00am

Meet with David Nutt, Imperial College London

Imperial College London

David Nutt is the Edmond J Safra Professor of Neuropsychopharmacology and director of the Neuropsychopharmacology Unit in the Division of Brain Sciences at Imperial College London. He was chair of the UK's advisory committee on the

misuse of drugs until 2009.

12:00pm-3:00pm

Lunch meeting with Harm Reduction International

Unit 2C09 Southbank Technopark, 90 London Road, London SE1 LN

Lunch presentation and discussion with Fionnuala Murphy, head of advocacy for Harm Reduction International, the leading non-government organization working

to promote and expand support for harm reduction.

4:00pm-6:00pm

Meet with DrugScience

House of Lords

DrugScience is an independent, science-led nonprofit on drugs research, which brings together leading drugs experts to carry out original research into drug

harms and effects.

6:00pm-8:00pm

Reception with Members of the Lords

House of Lords

Planned in coordination with DrugScience, this reception will give the delegation

the opportunity to mingle with Members of the House of Lords and external

stakeholders.

Thursday, May 31

10:00am-12:00pm

Meet with Peter Hajek, Wolfson Institute of Preventive Medicine

Hotel Conference Room

Professor Peter Hajek is Director of Tobacco Dependence Research Unit at the Wolfson Institute of Preventive Medicine. Dr. Hajek will discuss his scientific research on tobacco harm reduction, including the "Maudsley Model", the





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withdrawal-oriented treatment for smokers that he developed which is now used across the UK Specialist Stop-Smoking Service and abroad.

Lunch

Meet with Sarah Jakes and Gerry Stimson, New Nicotine Alliance UK 1:00pm-3:00pm

Hotel Conference Room

New Nicotine Alliance is a UK-based non-profit group that promotes and

supports tobacco harm reduction.

Meet with Christopher Russell, Centre for Substance Use Research 3:00pm-4:30pm

Hotel Conference Room

CSUR is a research agency studying substance use and abuse using qualitative

and quantitative methods.

Reception with City of London 6:00pm-8:00pm

Guildhall Basinghall Suite, Gresham St, London EC2V 7HH, UK

Friday, June 1

Meet with David Mackintosh, City of London 10:00am-12:00pm

Guildhall Conference Room

David Mackintosh is the Head of Community Safety for the City of London and the Policy Adviser/Director to the London Drug and Alcohol Policy Forum.

Lecture on addiction by Carrie Wade 2:00pm-4:00pm

Neuroscience of Addiction: Is it a Choice?

Hotel Conference Room

Dr. Carrie Wade, R Street's Director of Harm Reduction Policy, is a former drugabuse researcher whose scientific background specializes in the biological

mechanisms of opioid addiction. Her lecture will cover:

1. What is addiction, 2) what are the disruptions in addiction, 3) how does a neurobiological framework benefit diagnosis, treatment and recovery?

Wrap-up Discussion 4:00pm-6:00pm

Hotel Conference Room

The delegation will reflect on the material presented during the trip and consider the benefits and potential challenges of applying harm-reduction approaches to public health in the U.S. context.

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# Saturday, June 2

11:30am

Depart London (Flight # DL 4382)

2:50pm

Arrive Washington DC

# MARING BROKES

# Molloy, Kristen (Kaine)

From:

Caroline Kitchens < ckitchens@rstreet.org >

Sent:

· Friday, March 23, 2018 9:13 AM

To:

Molloy, Kristen (Kaine)

Cc:

Carrie Wade

Subject:

Invitation: R Street Harm Reduction Staffdel in London

Dear Kristen,

I hope this email finds you well. R Street is planning an educational visit for a select group of bipartisan Congressional staffers to go the United Kingdom to learn about harm reduction strategies in public health, and we would like to cordially invite you to be part of our delegation.

The trip will take place in London from Monday, May 28 through Saturday, June 2, 2018. The goal is to educate U.S. policymakers on harm-reduction philosophy and programs as a strategy to reduce the negative consequences associated with risk behaviors and addiction, with a special emphasis on opioids and tobacco use. As such, we will be meeting with British public health providers, clinical experts and civil servants to discuss the UK's unique regulatory approach. We will also be hosting a reception at the Houses of Parliament.

This trip is in accordance with Congressional ethics rules and will not be financed in any part by registered federal lobbyists or foreign agents. The memo attached includes more detailed information about the goals of the trip.

Please let us know if you may be interested, and we will send you the forms to get you started on next steps with Ethics. We would also be happy to come by your office to discuss the trip in person if it would be helpful. If you have questions, do not hesitate to reach out via email or by phone at <u>919-830-3140</u>.

We hope you will be able to join us and look forward to hearing from you soon.

Best regards, Caroline